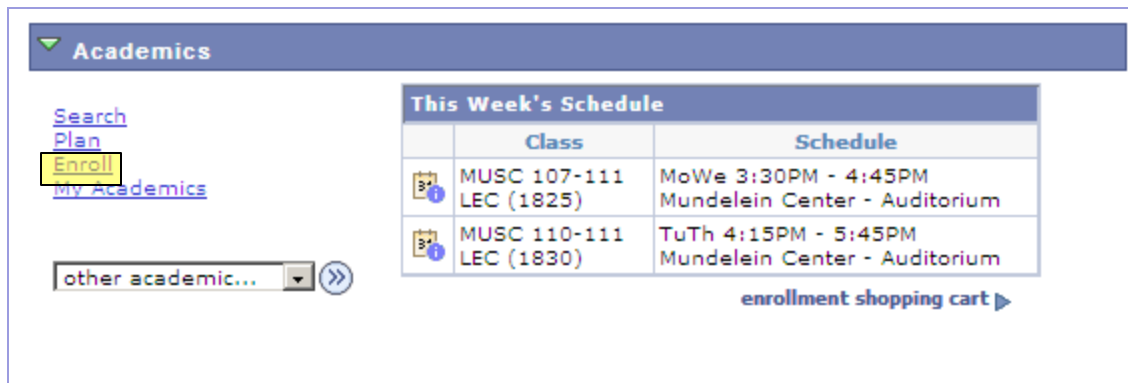


Enrolling in Classes



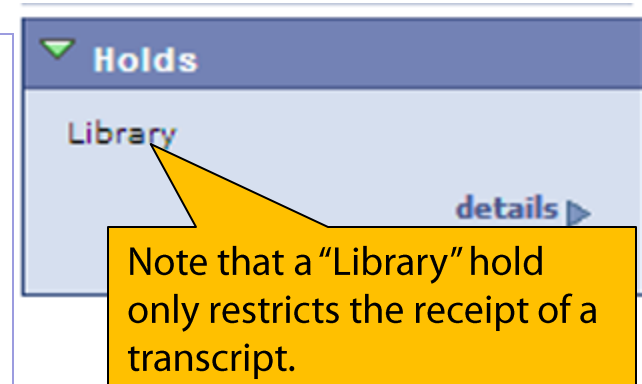
Enrolling in Classes

To enroll in classes, first check to see if you have any holds that would impact your registration and then click the “enroll” link in the Academics Area of the student Center.



The Academics section features a navigation menu with links for Search, Plan, Enroll, and My Academics. Below the menu is a search bar containing the text "other academic...". The main content area displays "This Week's Schedule" with a table of classes. At the bottom of the table is a link for "enrollment shopping cart".

This Week's Schedule		
	Class	Schedule
	MUSC 107-111 LEC (1825)	MoWe 3:30PM - 4:45PM Mundelein Center - Auditorium
	MUSC 110-111 LEC (1830)	TuTh 4:15PM - 5:45PM Mundelein Center - Auditorium



The Holds section shows a "Library" hold with a "details" link. A yellow callout box points to the "Library" hold with the text: "Note that a 'Library' hold only restricts the receipt of a transcript."




Enrolling in Classes

At Loyola we use a shopping cart in which you place classes you want to take.

You can add classes to your cart two weeks prior to the first day of registration.

Add to Cart:
Enter Class Nbr

Find Classes
 Class Search
 My Planner

Fall 2012 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 111-001 (3608)	Tu 8:30AM - 11:15AM	Life Science Building- Room 117	Staff	1.00	



Enrolling in Classes

To add a class, first you need to find one. There are a few ways to select classes, but we will focus on the Class Search method for now.

When you're ready, click "Search".

Add to Cart:
Enter Class Nbr

Find Classes

Class Search
 My Planner

Fall 2012 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 111-001 (3608)	Tu 8:30AM - 11:15AM	Life Science Building-Room 117	Staff	1.00	



Class Search

ENROLLING IN CLASSES



Enrolling in Classes (Class Search)

You search for classes by filling in at least 2 criteria. The *Show Open Classes Only* checkbox counts as one criteria, and your academic level will be automatically filled in for you.

Let's pick a subject. We'll take a look at all open History Classes in this example.

(If you don't know the four letter code for a subject, click the "select subject" button.)



Enrolling in Classes (Class Search)

Enter your Search Criteria and press Enter on your keyboard, or click “Search” at the bottom of the screen.

Search for Classes

Enter Search Criteria

Students admitted prior to Fall 2012 choose CORE (PRE-2012)
Students admitted in Fall 2012 and thereafter, choose CORE 2012

Search for Classes

Institution

Term

Select at least 2 search criteria. Click Search to view your search results.

▼ **Class Search**

Course Subject History

Course Number

Course Career

CORE/Intrdiscpl.

CORE/Intrdiscpl. Values

Eng Lrn Categories, Honors, Writing



Enrolling in Classes (Class Search)

If your search result returns more than 50 classes, you can click “Ok” or narrow your search by clicking the “Cancel” button.

Add Classes

? Your search will return over 50 classes, would you like to continue?

OK

Cancel



Enrolling in Classes (Class Search)

In your search results you can see:

▼ HIST 101 - Evol Wstrn Idea I

First 1-21 of 21 Last

[Section 001-LEC\(5197\)](#) LSC [Text Details](#) [St](#) [SS](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:30AM - 9:45AM	Cudahy Hall - Room 313	Robert Bireley SJ	08/27/2012 - 12/18/2012

[Section](#) [Enroll Se](#)

When and Where the class is offered.

The instructor.

To learn even more, click the class section link.

[Section 003-LEC\(6372\)](#) LSC [Text Details](#) [Status](#) [En](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 2:45PM - 3:35PM	Dumbach Hall - Room 236	Frank Biletz	08/27/2012 - 12/18/2012



Enrolling in Classes (Class Search)

In the class details can see:

HIST 101 - 002W Evol Wstrn Idea Inst to 17cent

Loyola University Chicago | Fall 2012 | Lecture

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

[SELECT CL](#)

Class Details

Status	● Open	Career	Undergraduate
Class Number	6371	Dates	8/27/2012 - 12/18/2012
Session	Regular Academic Session	Grading	Graded Alpha
Units	3 units	Location	Lake Shore
Instruction Mode	In person	Campus	Lake Shore
Class Components	Lecture		Required

Meeting Information

Room	Instr	Meeting Dates
Dumbach Hall - Room 233	F	08/27/2012 - 12/18/2012

Class Information

Add Code	Department Consent Required
Requirement Designation	Writing Intensive
Class Attributes	Catholic Studies

Class Availability

Class Capacity	19	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	19		

Notes

Class Notes This is a writing intensive class.

Class notes.

early development of Western civilization from the ancient Near East; medieval civilization(s); to the European Renaissance and Reformation.

Outcome: Students will gain an understanding of history as a discipline; be able to place Judaism, Christianity, and Islam in historical context; explain the expansion of the West; and develop their critical thinking and communications skills.

It is important to check and see if a class section has enrollment restrictions. For example, this class section has Department Consent Required.

Available seats.

Course description.



Enrolling in Classes (Class Search)

When you have chosen a class you want to take, click the green "Select Class" button to add the class to your shopping cart.

HIST 101 - 002W Evol Wstrn Idea Inst to 17cent
Loyola University Chicago | Fall 2012 | Lecture

[Return to Add Classes](#) [VIEW SEARCH RESULTS](#) [SELECT CLASS](#)

Class Details	
Status	● Open
Class Number	6371
Session	Regular Academic Session
Units	3 units
Instruction Mode	In person
Class Components	Lecture Required
Career	Undergraduate
Dates	8/27/2012 - 12/18/2012
Grading	Graded Alpha
Location	Lake Shore Campus
Campus	Lake Shore Campus

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:35PM - 1:25PM	Dumbach Hall - Room 233	Frank Biletz	08/27/2012 - 12/18/2012

Enrollment Information	
Add Consent	Department Consent Required
Requirement Designation	Writing Intensive
Class Attributes	Catholic Studies

Class Availability			
Class Capacity	19	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	19		

Notes	
Class Notes	This is a writing intensive class.

Description	
This course traces the early development of Western civilization from the ancient Near East; Greece and Rome; the medieval civilization(s); to the European Renaissance and Reformation.	
Outcome: Students will gain an understanding of history as a discipline; be able to place Judaism, Christianity, and Islam in historical context; explain the expansion of the West; and develop their critical thinking and communications skills.	



Enrolling in Classes (Class Search)

Verify that you wish to add the class and click "Next".

Pay attention to Enrollment Restrictions when you are adding a course to your shopping cart.

Important Note: Simply adding a class to your shopping cart does not reserve a seat in the selected class section.

Classes to add - Enrollment Preferences

Graduate | Loyola University Chicago

Wst Idea/Inst to 17C

Lecture Open Wait List Wait List

Permission Nbr

Grading Grade

Units 3.00

Requirement Designation

Writing Intensive

Section	Component	Days & Times	Room	Instructor	Start/End Date
002W	Lecture	MoWeFr 12:35PM - 1:25PM	Dumbach Hall - Room 233	Frank Biletz	08/27/2012 - 12/18/2012

NOTES

Class Notes This is a writing intensive class.



Finish Enrolling

ENROLLING IN CLASSES



Enrolling in Classes (Finish Enrolling)

After you have placed all classes that you wish to enroll in at this time into your shopping cart, click “Proceed to Step 2 of 3.”

Fall 2012 | Undergraduate | Loyola University Chicago

● Open ■ Closed ▲ Wait List

Add to Cart:
Enter Class Nbr

Find Classes
 Class Search
 My Planner

Fall 2012 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 111-001 (3608)	Tu 8:30AM - 11:15AM	Life Science Building-Room 117	Staff	1.00	●
	HIST 101-002W (6371)	MoWeFr 12:35PM - 1:25PM	Dumbach Hall - Room 233	F. Biletz	3.00	●



Enrolling in Classes (Finish Enrolling)

Confirm that the classes displayed are correct and then click “Finish Enrolling”. This step will be completed during your registration time at Orientation.

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2012 | Undergraduate | Loyola University Chicago

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 111-001 (3608)	General Biology I Lab (Laboratory)	Tu 8:30AM - 11:15AM	Life Science Building-Room 117	Staff	1.00	●
HIST 101-002W (6371)	Evol Wst Idea/Inst to 17C (Lecture)	MoWeFr 12:35PM - 1:25PM	Dumbach Hall - Room 233	F. Biletz	3.00	●

CANCEL PREVIOUS FINISH ENROLLING

After you click, Finish Enrolling, you must accept the financial responsibility disclaimer to complete your enrollment.



Enrolling in Classes (Finish Enrolling)

A green checkmark (✓) indicates successful enrollment. If there is a red x (✗), note the error message and if it not an issue you can resolve yourself, contact your academic advisor for assistance.

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2012 | Undergraduate | Loyola University Chicago

Class	Message	Status
BIOL 111	Error: You cannot add this class due to a time conflict with class 1377. Select another class.	✗
HIST 101	Error: Department Consent Required. You must obtain departmental permission to take this class.	✗
MUSC 154	Success: This class has been added to your schedule.	✓
PSYC 101	Success: This class has been added to your schedule.	✓

MAKE A PAYMENT

MY CLASS SCHEDULE

ADD ANOTHER CLASS

